

Computing Services - Data Center Services - Operations Procedure:

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Subject:

Tour Guide Instructions

Shift Usage:

All

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Written by:

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Computing Division personnel, including DCS Operators, conduct on occasion tours of the FCC Computer Rooms. The below safety instructions are intended to be read by those conducting tours. Plastic coded copies of the instructions are on the table by the I/O window for CD personnel to read.

FCC Tour Guide Safety Instructions

When conducting a tour of either of the FCC Computer rooms, the person conducting the tour is responsible for the safety of the group. These few instructions will help in conducting a safe tour. The tour guide should share the items as necessary to the tour group.

Walk with care as you move through the data center rooms. The floor is a raised floor with occasional unevenness and raised edges on some floor tiles. Warn your visitors of this.

The tour guide will register the group using the FCC Contractor/Vendor log at the I/O window FCC1 (west) entry.

Do not enter areas where yellow cones and/or yellow-chained barriers are in place.

Be especially cautious near areas where floor tiles have been removed. Do not stand with your back to open areas of the floor.

Be alert for a motorized electric cart that is in use occasionally.

Have your group stay together near you.

If there are children in the group, remind them not to touch equipment.

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